

**ASSOCIATION OF SUMMER VILLAGES OF ALBERTA**  
**BOARD MEETING**  
**February 22, 2023**  
**6:00 pm, Virtual Zoom Meeting**

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**ATTENDANCE:** President Mike Pashak, Brian Waterhouse, Rob Dickie, Gary Burns, Julie Maplethorpe, and Marlene Walsh

**REGRETS:** Ren Giesbrecht, Roger Montpellier and Curtis Schoepp

**RECORDING:** Deb Hamilton, Interim Executive Director

**FINANCE:** Colleen Ewashko, Interim Financial Manger

**1. CALL TO ORDER**

President Mike Pashak called meeting to order at 6:03 pm.

**2. ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**3. APPROVAL OF THE AGENDA**

**Res. 23-22**

*Moved by Julie Maplethorpe that the agenda be approved as circulated.*

**Carried**

**4. MINUTES**

**Res. 23-23**

*Moved by Gary Burns that the January 16, 2023 minutes be approved as circulated.*

**Carried**

**5. FINANCES**

**For the Period Ending January 31, 2023:** Interim Financial Manager, Colleen Ewashko provided the board with an overview of the finances to the end of January 2023. The Board was advised that as of today, there are only 10 summer villages who have not paid their 2023 dues, they have until the end of March to do so. Colleen also advised the board that there were still a few accounts receivable to collect for 2022 and that she would be preparing the final statements shortly.

**Res. 23-24**

*Moved by Rob Dickie that the financial report for the month ending January 31, 2023, be accepted as information.*

**Carried**

**6. OLD BUSINESS**

**A. Policy 403 – Executive Director Performance Review**

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The Board reviewed new policy 403 – Executive Director Performance Review. Discussions took place regarding the ranking method.

**Res 23-25**

***Moved by Gary Burns that Policy 403 – Executive Director Performance Review be accepted and adopted with a minor amended to change the word “solid” in the Basic Contributor (BC) ranking section of the review form to ““meets expectations” and occasionally impressive performance”***

***Carried***

**B. Board Effectiveness Survey Results**

The Board reviewed the compiled results of the Board Effectiveness Survey.

**Res 23-26**

***Moved by Brian Waterhouse that the Board Effectiveness survey results be accepted as information and further, that a policy be drafted to incorporate this process annually.***

***Carried***

**C. Vacant Director Positions – Island - Baptiste Lake Region and Pigeon Lake Region**

The Board discussed the two recommendations for the two regions:

1. Kim Bancroft for Island - Baptiste Lake Region
2. Ian Rawlinson for Pigeon Lake Region

**Res 23-27**

***Moved by Brian Waterhouse that Kim Bancroft be appointed a Board member to represent the Island - Baptiste Lake region and that Ian Rawlinson be appointed a Board member to represent the Pigeon Lake region.***

***Carried***

**7. NEW BUSINESS**

**A. Letter of Resignation – Roger Montpellier (Lac Ste Anne – Wabamun Region)**

The Board reviewed Roger Montpellier’s letter of resignation. Discussions took place regarding his recommendation of Kathy Dion as a replacement.

**Res 23-28**

***Moved by Gary Burns that the President send an email to Kathy Dion requesting that she submit a letter of interest for the Lac Ste Anne – Wabamun Region Board vacancy on the ASVA.***

***Carried***

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**Res 23-29**

***Moved by Brian Waterhouse that the Board accept Roger Montpellier's letter of resignation and further that an exit interview be conducted.***

***Carried***

**B. Strategic Plan Outcomes**

The Board was advised that during the Strategic Plan process, the Vision and Mission Statements had changed and that there was a 4 year Priorities listing created however there was no formal resolution adopting them.

**Res 23-30**

***Moved by Julie Maplethorpe that Policy 101 – Vision Statement be amended as discussed at the Strategic Planning session.***

***Carried***

**Res 23-31**

***Moved by Gary Burns that Policy 102 – Mission Statement, be amended as discussed at the Strategic Planning session.***

***Carried***

**Res 23-32**

***Moved by Brian Waterhouse that the ASVA Strategic Priorities by Year 2022 – 2025 be approved, a document that helps guide the Board on their objectives until the next municipal election.***

***Carried***

**C. Alberta Invasive Species Council Conference**

The Board discussed the AISC conference and the email from Jay Byer, Councillor from the Summer Village of Rochon Sands and Past President of the AISC, offering to attend on behalf of the Board.

**Res 23-33**

***Moved by Gary Burns that Jay Byer be authorized to attend the Alberta Invasive Species Council conference on behalf of the ASVA, that the ASVA cover the costs of registration to the conference, and further that Jay be asked to the next Board meeting to provide an update on the conference content.***

***Carried***

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**8. ITEMS FOR INFORMATION**

**A. Action List** -reviewed as information

Discussions took place regarding sharing information on the activities of the association with the membership and can some of that information be drawn from the Action List and the President's report. The drafting of a Newsletter two times a year was also discussed. **ACTION:** President to draft a Newsletter for review at the March Board meeting.

**B. Letter from Minister Rebecca Shultz** – reviewed as information

**C. 2023 Insurance Policy and Premium** – reviewed as information

**D. Notification of Alberta Utilities Commission Proceeding** – reviewed as information

**9. Committee Reports**

**A. HR Committee – Recruitment Update**

**Res 23-34**

*Moved by Gary Burns that the Board move into closed session at 7:40 p.m. for the purpose of discussing Executive Director recruitment.*

*Carried*

**Res 23-35**

*Moved by Marlene Walsh that the Board move out of closed session at 8:14 p.m.*

*Carried*

**Res. 23-36**

*Moved by Brian Waterhouse that Kathy Krawchuk be appointed Executive Director of the Association of Summer Villages of Alberta (ASVA) effective March 1st, 2023 and further that Mike Pashak, on behalf of the ASVA, be authorized to execute an Independent Contractor/Consultant Services Agreement as discussed, with Kathy Krawchuk.*

*Carried*

**Res 23-37**

*Moved by Marlene Walsh that upon execution of an independent contractor agreement by both parties, the Association of Summer Villages of Alberta (ASVA):*

- 1. Advise the Royal Bank of Canada (RBC) that Kathy Krawchuk has been appointed the new Executive Director of the Association of Summer Villages of Alberta effective March 1, 2023*
- 2. Advise the RBC that the following have signing authority to sign on behalf of the association for financial matters with the bank effective March 1, 2023*
  - Kathy Krawchuk, Executive Director*
  - Mike Pashak, President*
  - Brian Waterhouse, Vice President*
  - Rob Dickie, Treasurer*
  - Colleen Ewashko, Financial Manager*
- 3. Advise the RBC that Kathy Krawchuk is authorized to apply for a VISA card to use on behalf of the ASVA with a maximum limit of \$10,000 effective March 1, 2023.*

*Carried*

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**Res 23-38**

***Moved by Rob Dickie that Colleen Ewashko be appointed Financial Manager of the Association of Summer Villages of Alberta (ASVA) effective March 1st, 2023 and further that Mike Pashak, on behalf of the ASVA, be authorized to execute an agreement as discussed, with Colleen Ewashko.***

***Carried***

**Res 23-39**

***Moved by Gary Burns that ASVA contract with Deb Hamilton to provide 30 day and 60 day check in with the new Executive Director.***

***Carried***

- B. **President's Report** – circulated with agenda
- C. **Executive Director's Report** – circulated with agenda

**10. External Meetings & Reports**

Remainder of External Meeting Appointments to be postponed to the March meeting.

- A. **AB Aquatic Invasive Species Program** –
- B. **ALMS** – Roger
- D. **Lake Stewardship/AIS** –
- E. **Decibel Coalition** – Brian - attached
- F. **AWC** – Brian - attached
- G. **Pigeon Lake Watershed Assoc** – Brian - attached
- H. **MASSAC** – New ED (Mike Pashak reported on this meeting)
- I. **LILSA** – Ren - attached
- J. **SVLSAC** – Ren - attached
- K. **FIRESMART** – Ren - attached
- L. **ABmuni's Waste & Wastewater Grants** –
- M. **Forest Resource Improvement** –
- N. **Water for Life** –
- O. **WPAC - Athabasca** – Curtis
- P. **WPAC – Wabamum** – Rob - attached

- Add: Q. AISC  
R. MCCAC

Discussions took place regarding the ASVA supporting some costs towards someone from the board attending the LGAA spring conference. Marlene Walsh to check with her council on providing time to attend. **ACTION:** This item to be brought back to the March Board meeting.

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**11. ROUND TABLE**

Round table discussions postponed to the March meeting.

**12. ADJOURNMENT**

The meeting adjourned at 8:50 p.m.

**13. NEXT MEETING:** March 20<sup>th</sup>, 2023 at 6:00 p.m.